

IN THE COURT OF CHANCERY OF THE STATE OF DELAWARE

IN RE:
SPECIAL PROCESS SERVER REQUIREMENTS

STANDING ORDER

This 31st day of March, 2008, it appearing that a uniform procedure should be established for registration with the Court as a Special Process Server, as contemplated under Rule 4 of the Court of Chancery Rules, it is hereby

ORDERED as follows: Beginning May 1, 2008, it will be necessary for all persons serving process for Court of Chancery matters to be registered with the Court. This will be a license renewable annually on May 1 of each year. All companies and law firms who have in their employ individuals they want to register to be eligible to serve process must pay an initial registration fee of \$300 and thereafter an annual renewal fee of \$300. In addition, the company/firm must list the names of those individuals within their organization that they want to register as process servers. There will be an additional fee of \$50 per person named, renewable annually as well. Fees paid for the company/firm and individuals can be combined on one check made payable to the Register in Chancery. Checks should be

remitted to the attention of Ken Lagowski, Register in Chancery Office Administrator, in Wilmington.

This process will eliminate the need to file Motions and Proposed Orders for Special Process Server and beginning May 1, 2008 such Motions and Proposed Orders will no longer be accepted. Copies of the approved Application for Designation as a Special Process Server shall be the document the process server must carry with him or her to show authorization by the Court to serve process. The only thing the Register's Office will still require in each individual case is a letter of instructional information to assist them in preparing summonses in those instances where a lawyer or party still wants the Register in Chancery to prepare the summonses. Filing of a Praecipe and using the Sheriff is also still an option.

Any questions with respect to registration and implementation as a Special Process Server should be directed to Ken Lagowski at 255-0539, or his designee.


Chancellor